

**ADDITIONAL LOCATION APPLICATION (PRLS)**

RE 274 (Rev. 6/02)

***Read RE 254 and information on reverse side before completing this application.*****LICENSEE INFORMATION**

1. LICENSEE'S NAME (LIST AS SHOWN ON LICENSE CERTIFICATE.)

3. MAIN OFFICE ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

4. MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE)

**ADDITIONAL LOCATION INFORMATION*****DRE USE ONLY***

5A. TRANSACTION TYPE

☐ ADD ☐ RENEW ☐ CANCEL

5B. BUSINESS TELEPHONE NUMBER

CONTRACT APPROVED

5C. ADDITIONAL LOCATION ADDRESS

BOND NUMBER

DATE APPROVED

5D. NAME OF DESIGNATED AGENT

EFFECTIVE DATE

EXPIRATION DATE

6A. TRANSACTION TYPE

☐ ADD ☐ RENEW ☐ CANCEL

6B. BUSINESS TELEPHONE NUMBER

CONTRACT APPROVED

6C. ADDITIONAL LOCATION ADDRESS

BOND NUMBER

DATE APPROVED

6D. NAME OF NEW DESIGNATED AGENT

EFFECTIVE DATE

EXPIRATION DATE

7A. TRANSACTION TYPE

☐ ADD ☐ RENEW ☐ CANCEL

7B. BUSINESS TELEPHONE NUMBER

CONTRACT APPROVED

7C. ADDITIONAL LOCATION ADDRESS

BOND NUMBER

DATE APPROVED

7D. NAME OF NEW DESIGNATED AGENT

EFFECTIVE DATE

EXPIRATION DATE

8A. TRANSACTION TYPE

☐ ADD ☐ RENEW ☐ CANCEL

8B. BUSINESS TELEPHONE NUMBER

CONTRACT APPROVED

8C. ADDITIONAL LOCATION ADDRESS

BOND NUMBER

DATE APPROVED

8D. NAME OF NEW DESIGNATED AGENT

EFFECTIVE DATE

EXPIRATION DATE

***Certification****I certify under penalty of perjury that the answers and statements given in this application are true and correct. I understand that the Department of Real Estate cannot refund the fees submitted with this application.*

SIGNATURE OF PRLS LICENSEE OR LICENSED OFFICER

DATE



PRINTED NAME OF LICENSED OFFICER, IF APPLICATION IS FOR A CORPORATION.

***FOR DRE USE ONLY***

IDENTIFICATION NUMBER

COPY TO CONTRACT REVIEWER

DATE LICENSE SENT

PROCESSOR'S NUMBER

NOTES

### GENERAL INFORMATION

- ♦ *Type or print clearly in ink.*
- ♦ Complete all requested information on the front of this form.
- ♦ This form may be used by either Individual or Corporate licensees to add, renew or cancel additional PRLS locations.
- ♦ You may not conduct business from the location(s) listed on the front of this application until the license has been issued.
- ♦ New or amended contracts must be approved prior to use **and** prior to a license being issued.
- ♦ Please read the following information before completing and submitting this form.
- ♦ Refer to RE 254 for licensing information/requirements, and bond and/or rider information.

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### ADDITIONAL LOCATION(S)

- Check either the add, cancel or renew box.
- Enter the business telephone number for location listed.
- Enter the complete address of the location. If a street address is not available, enter the physical location (*the nearest intersection and the distance to it*). Do not list a post office box alone.
- Enter the name of the designated agent for the location listed (refer to RE 254).

### FEE AND MAILING INFORMATION

#### **What to submit:**

##### *Cancellation of Location*

- Completed application (RE 274)

##### *Renewal of Location*

- Completed application (RE 274)
- \$25 fee for *each* location
- Completed renewal application (RE 255 for officer; RE 261 for individual)

##### *Addition of Location*

- Completed application (RE 274)
- \$25 fee for *each* location
- \$10,000 bond

#### **Make check or money orders payable to:**

Department of Real Estate

#### **Mail To:**

Department of Real Estate  
P.O. Box 187000  
Sacramento, CA 95818-7000

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